CAS Testing Center Faculty Resources

How to navigate ACCESS CAS

Step-by-step instructions:
- How to log into ACCESS CAS
- How to approve a Proctoring Request
- How to edit an Approved Proctoring Request
- How to upload an exam to ACCESS CAS

How to log into ACCESS CAS

1. First, log into OneCampus, by clicking the OneCampus link on the Radford website.
2. Type ACCESS CAS in your OneCampus search bar.
3. Select FACULTY ACCESS CAS (Student Accommodations & Accessibility). This will open a new tab.
How to approve a Proctoring Request

1. You will receive an automated email from ACCESS CAS when a student submits a Proctoring Request to ACCESS CAS.
November 05, 2020

Dear Professor,

There is a pending proctoring request for Minnie Mouse 999999999 that needs your approval.

Course: Test Course A () on November 12, 2020 at 10:15 am

Due to capacity and scheduling constraints at this time, we request all approvals be made 2 days prior to the testing day and time.

2. On the ACCESS CAS homepage, select the Courses tab.
3. The email will state which student and course the Proctoring Request is located in. Select the appropriate course.
4. This is a course homepage, select the Student Proctoring Request tab. It will automatically open the Pending subtab.
5. Notice the Pending subtab is open. Select the student’s name to open their Proctoring Request.
6. This is the Proctoring Request form, please scroll down the page to review and fill out all of the form fields.
7. Once all the form fields are complete, select SUBMIT at the bottom of the page.
How to edit an Approved Proctoring Request

1. When you submit a Proctoring Request form, your screen you return to the Student Proctoring Request tab, Pending subtab.
2. To reopen a Proctoring Request you have already approved, to edit or upload an exam, select the Approved subtab.
3. Select the student’s name to open the Proctoring Request form again.
4. Remember to select SUBMIT to save the changes made. If changes are made within 48 hours of the exam, please email castests@radford.edu or call (540) 831-6350 to make sure the CAS proctor sees those edits applied.

How to upload an exam to ACCESS CAS

1. Open the student’s Proctoring Request within ACCESS CAS. Helpful hint: If you have approved the request, it will be under the Approved subtab. If you still need to approve, the Proctoring Request is under the Pending subtab.
2. Select the student’s name to open the Proctoring Request form again.
3. Once you have opened the Proctoring Request, scroll down to the Attachment form field.
4. Select ADD ITEM, add a title for the exam being upload and CHOOSE FILE.
5. Remember to select SUBMIT to save the changes made. If you would a confirmation that the CAS Testing Center received the exam, please call (540) 831-6350 and ask to speak to the Accessibility Coordinator overseeing test proctoring services.

**How do I send my student’s exam to CAS?**
Exams may be delivered to CAS one of the following three options:
1. Through ACCESS CAS attach exam/test when approving a Proctoring Request. (Check out our instructions above for step-by-step tutorial)

2. Email directly to the CAS Testing Center at castests@radford.edu.

3. To maintain physical distancing, we strongly encourage uploading or sending an electronic version of the exam to CAS; however, the instructor (or designated proxy—Not the CAS student) may deliver test to CAS offices Monday – Friday between 8:00 AM-5:00 PM.

**How will CAS return the completed exam?**

Completed exams may be returned to the Instructor one of the following options:

1. CAS will scan and email completed exam to the Instructor’s email. Please provide your RU email when approving the student’s proctoring request on ACCESS CAS.

2. The instructor (or designated proxy—Not the CAS student) may pick-up the completed test from CAS offices Monday – Friday between 8:00 AM-5:00 PM.

**Please note:**

- We will not deliver exams via campus or federal mail.
- Students using CAS Test Proctoring services will neither be allowed to deliver tests to CAS nor return completed tests/exams to instructors for grading.